Human Resource Information System/Payroll
General Government and Department of Education

Bidder Questions

Eisner's written questions:
Dated October 1, 2004

1. Does the City of Waterbury/Board of Education require an interface for your deductions/benefits to Accounts Payable for payment to insurance carriers, and other benefits providers? *An interface is not required; the City requires the ability to extract the data from the payroll system for input into the A/P system.*

2. Does the City of Waterbury/Board of Education require that the system provide workflow to deliver notifications to specific users of personal actions (new hires, terminations, vacation approvals, etc.)? *This is a feature the City would like, but it is not required.*

3. Does the City of Waterbury/Board of Education require an automated interface between Payroll, General Ledger and Projects and Activity Management? *An interface needs to exist between the Payroll and G/L – it is not required to be an automated interface.*

4. Does the City of Waterbury/Board of Education require salary & employer-expense allocations (G/L distribution) to Departments, Grants, Projects and Activities? Does this need to be automated within the system? *Not required*

5. Does the City of Waterbury/Board of Education require security on reporting that would, restrict viewing of certain fields based on a single application security matrix which is used & shared by the application software and reporting tools? *Security is critical for the payroll and HR applications.*

6. Do Retirees from the City of Waterbury/Board of Education ever return as part time or full-time employees and if so, are there any rules as to how many days they are permitted to work without affecting pension eligibility? *Yes, they can return and there are varying rules, but they are not based on a number of days.*

Bidder Conference:
Held October 5, 2004

1. Is Lawson participating in the bid? *Lawson was sent the RFP – they attended the pre bidder's conference.*

2. Who is funding this project? Will it be paid by the City? *Yes*

3. What prompted this project? *City recognized need to upgrade payroll software and for HRIS system to satisfy reporting needs.*

4. Is there a preference between AS/400 or client server using NT? *No*

5. Is there a preference between web (through IE) server *vs.* ASP? Thin client *vs.* fat? ***The City will consider all bids submitted.***

6. Is it okay to submit an ASP bid? ***Yes***

7. Do you pay/administer Retirees through current system? ***Generally yes.***

8. Do you provide benefits? ***Yes, City provided Health insurance, life insurance, defined benefit pension plan, 401a for certain employees. Most are offered to new employees.***

9. Can the vendor depend on the City to provide IT and other resources during the implementation? ***Vendors can depend that the City will provide a number of City employees to the project; exact number is undetermined at this time.***

10. Does the City expect knowledge to remain in-house after implementation? ***City expects vendor to plan for the transition of knowledge through the project plan.***

11. What are the City's expectation regarding data conversion? Do you anticipate any keying or out sourcing to accomplish expectations? Will you consider just move forward with new data? ***City has not yet finalized data conversion issues. Only electronic source of data is the payroll data, and the City is unsure of the data to be converted***.

12. Will you consider an approach where Payroll is outsourced and everything else remains in-house? Would you out source just tax? ***We will consider all approaches presented.***

13. When does the ADP contract expire? Is it a five year contract? ***Dec 31, 2005. It was a five year contract.***

14. What version of Lawson is the City running? When did you go live? Is the database engine Oracle? ***Lawson V 8.03, The City went live on July 1 2004. SQL database.***

15. Can the vendors be assured that there will be future correspondence from the City regarding the bid award? ***The City will attempt to notify the vendors of the selection either via direct communication or on the web site.***

16. How much money was spent on ADP last year? ***Approximately $200,000.***

17. How important is it to track employee's attendance? Are you struggling with FMLA? ***It is very important to track employee's attendance. The City is currently struggling with FMLA.***

18. Is there collective bargaining? How often are the renewals? ***City is heavily unionized. Currently there are 13 separate bargaining units. Renewals vary – typically 3 or 5 year.***

19. Is scheduling employees important? ***Yes scheduling employees is important, but not a critical element of the scope of the project.***

20. Given the current HR system capability, is there a preference to go with a more simplistic solution *vs.* a tier 1 solution, and then upgrade again in 4-5 years, when ready for more features and functionality? ***The City is open to all options.***

21. Is there a case to make for an HR system that is scalable? *Yes*

22. Can the City prioritize the requirements list? *The highest priority is to upgrade the payroll system/data and the core HR system to track basic personnel transactions.*

23. Does the City have a standard reporting tool or a preference? *No, the City currently utilizes Crystal reports and Reportsmith.*

24. How large is the IT department? *10 employees.*

25. Does the City expect that time and attendance would be rolled out to the Board of Education? *Yes it will be rolled out; timing of the components of the project has yet to be determined.*

26. Has the City defined an evaluation process? Will the Board of Education be involved? *Yes the City has defined an evaluation process and the Board of Ed will be involved.*

27. Will the City select certain vendors to do demo's? *Yes*

28. Can the City provide vendors with a list of Bid Conference attendees? *Yes*
    Attendees: *People Soft*
    Cherry Road Technologies
    ADP
    Kronos
    Nori & Associates, Division of The Evaluators, Inc.
    Eisner Technologies
    Ceridian